

INSERT SCHOOL NAME

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

SCHOOL ASSURANCE REVIEW SCHOOL YEAR 2004-2005

The _____ school council and school planning committee reviewed the Assurances in the *Kentucky Comprehensive Improvement Planning School Framework* (2004) prior to approval of our plan.

Chairperson, School Council

Date

Chairperson, School Planning Committee

Date

Plan Approved by the School Council:

Date

School Council Members:

Note: Although the Assurance Certification is not included in the school's improvement plan, the assurances for the categorical programs should be reviewed by the school council and the school planning committee prior to approval of the plan by the school council. The Assurances for 2004-2005 are in the *Comprehensive School Improvement Planning Framework* (2004) and can be downloaded from the KDE Web Page at:

<http://www.kde.state.ky.us/KDE/Administrative+Resources/School+Improvement/Comprehensive+Improvement+Planning/KDE+Planning+Tools+for+Schools+and+Districts.htm>

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

EXECUTIVE SUMMARY:

START WITH A PLAN SUMMARY

Begin your Executive summary with a very brief Plan Summary that lists the main things the school will be working on under this Plan. For readability, try to make this summary no longer than half a page.

CONTINUE WITH A PROCESS SUMMARY

The legal requirements for Planning involve how you developed the Plan as well as what you put in the Components, and this Process section shows that you are in compliance on those issues. In the Process Summary, answer the following questions:

1. When and how did your school develop its mission statement? When and how did your school community last review it?
2. Did the council use a Needs Assessment process aligned with Kentucky's Standards and Indicators for School Improvement? If not, please identify and describe the process that was used.
3. When did the council complete each step of its Needs Assessment Work? If some parts were completed in past years and not repeated in the current school year, please identify those parts and when they were most recently completed.
4. When did the council decide on Priority Needs, Causes, Goals, and Objectives?
5. When did the council identify substantive achievement gaps, set gap targets, and adopt its time schedule for closing the gaps?
6. When did the council review drafts of the components?
7. When did the council review estimates for costs and drafts of Section 7 requests?
8. When was the public meeting held to present the Plan to the community, and who attended?
9. When did the council officially adopt your revised Plan?
10. When did the council officially adopt any Section 7 requests?
11. When and why has the Plan been revised since that data?
12. How will you evaluate your Plan, and when?
13. For each step listed above, what other stakeholders were involved and how? Include names and identify those who represent parents, teachers, other staff, other stakeholders, primary parents, migrant parents, and your community's ethnic diversity.

In the early drafts of your Process Summary, the answers to questions 7-10 may still be in the future. Feel free to just say something like "This step is still in the future. As of today, March 7, the plan is to finish this step at the March 28 council meeting." You will have actual dates by the time you make the plan available to the public

For guidelines regarding the Executive Summary, download the Comprehensive School Improvement Planning Framework (2004) from the Kentucky Department of Education web page: <http://www.kde.state.ky.us/KDE/Administrative+Resources/School+Improvement/Comprehensive+Improvement+Planning/KDE+Planning+Tools+for+Schools+and+Districts.htm>

Action Component _____

District Name _____

Component Manager _____

School Name _____

Date _____

Priority Need	Goal (Addresses the Priority Need)

Causes and Contributing Factors	Objectives with Measures of Success

Action Component _____

District Name _____

Component Manager _____

School Name _____

Date _____

Strategies/Activities

Objective Label	Strategy/Activity	Expected Impact in Terms of Progress and Success	Responsible Person	Start Date	End Date	Estimated Resources and Costs